



Concurrent Enrollment Guidelines

1.	Providers are USHE institutions.
2.	Written annual contract exists between district and each USHE institution used.
3.	Written guidelines outlining student eligibility requirements are available at school and district level.
4.	Background checks completed, documentation is available for faculty entering the program in the 2005-06 school year and thereafter. This does not include practicing K-12 teachers.
5.	Courses are 1000 – 2000 level courses.
6.	Participating high school Instructors are approved by USHE institution.
7.	Instructor training/orientation is provided through USHE institutions.
8.	Instructors trained on human sexuality instruction for law & policy, information, records, and confidentiality.
9.	USHE grades for classes are assigned and reported in an expedient manner.
10.	USHE grades are recorded on final concurrent enrollment report.
11.	District has written policy for awarding credit. Concurrent enrollment credit is consistent with this policy.
12.	Concurrent credit awarded is consistent and uniform throughout the class.
13.	Tuition and Fees not charged to students.
14.	Funds use complies with USBE rule.
15.	Fee Waivers available for consumables (eligible students).
16.	Only courses on the USOE master list are available for concurrent enrollment.
17.	Participating students have not graduated (high school) as per USBE board rule definition.
18.	Participating students are scheduled through the SEOP process and an individual record of agreements is documented.
19.	Parental permission is documented for student participation.
20.	Parent and student notification completed and recorded regarding student participation and privacy protection (FERPA).
21.	Per student credit does not exceed 30 semester hours of USHE concurrent enrollment credit per year.